



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## **Library Trustee Minutes 03/12/13**

Meeting of the Board of Library Trustees  
Tuesday, March 12, 2013

### **Call To Order**

Chairman Katherine Fennelly called the meeting to order at 7:18. In attendance were trustees Joyce Radochia, Barbara Muldoon, Frank Murphy, Heather Calvin, and Adam Delmolino. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay. Absent was trustee Diane Gordon.

### **Approval of Minutes**

The trustees reviewed the minutes from the February 12 meeting and approved them. (Adam Delmolino/Joyce Radochia)

### **Communications**

A letter was received from Steve Ulfelder requesting use of the Community Room for a Mystery Writers of America workshop on May 18, 2013. They seek an exception to the library's policy re: charging admission to an event. The Board is concerned about setting precedent, but noted that there are mitigating factors in light of the literary nature of the group. After discussion the Board agreed that the event must be capped for planning purposes, and approved the use pending Ryan's negotiation of maximum attendance cap by a 5-1 vote (Adam Delmolino/Heather Calvin).

The Learn to be a Library Advocate event flyer was shared, as were two emails from patrons complimenting children's programming at the Fox and Children's Services at Robbins.

### **Community Time**

No members of the community were present.

### **Director's Report**

Ms. Calvin acknowledged the success of the Arlington Library Card Sign Up Challenge. Ms. Fennelly asked about how people find out about our eReader Expo programs, and Ryan explained publicity strategy. Ryan explained factors going into slight drop in circulation in February despite the Challenge (weather, fewer days open in February, etc.).

### **FY 2014 Budget Update**

Proposal for a dedicated Head of Adult Services and Assistant Director is on the table. It has to pass through the Finance Committee and Town Meeting. Ellen Porretta is retiring in August, consequently, some responsibilities may be shifted over to the Assistant Director. To facilitate a dedicated Head of Adult Services position, the part-time position vacated by Vicky Slavin would be eliminated and some eContent moneys would be given up. Timeline: not before FY14. Ryan pointed out that Vicky Slavin will continue overseeing art print purchasing, and will be paid out of that fund. Discussion followed about the art print fund vs. the Russell fund, and oversight of these paid positions.

### **Annual Report Flyer for the Public**

At Town Meeting, the Annual Report Flyer is distributed. Ryan is interested in hiring someone or utilizing in-house expertise to prepare infographics for the report, rather than the usual text. Discussion followed about the content and layout of the Annual Report Flyer. Questions to consider: how does Robbins compare to neighboring libraries? Should content be similar to what Ryan illustrated in budget letter? Compare hours open to other libraries' hours, send "here's what we could do" message to decision-makers. Include circulation per hour of operation, and/or circ

per minute? Should we thank the community for funding Sundays on flyer? This may drive the point home about where the money comes from, and we could also include the tab for next year. Deadline for flyer: end of April/beginning of May.

#### Policy Recommendations

The Library will look at rolling certain policies together. The only new categories are under the "Internal" policy heading: social Media Policy for Staff, Safety/Lockdown, and Emergency/Disaster Plan. Mr. Murphy wonders if we can prune some policies. Also, let's prioritize policy revisions and look at adjusting target dates. Combine Author Programs and Programs? Important reminder: all policies exist because we've had a problem at one time or another.

#### Foundation Update

Ms. Fennelly reports that the Foundation Board is meeting on Thursday 3/14 at the Fox, and there are 16 members total. Katherine Gandek-Tighe is the legal Chair of the Board, and she will continue until Ethel Doyle feels she can take over.

#### Arlington International Film Festival Collaboration

Organizers Alberto Guzman and April Ranck approached Ryan with a couple of ideas. 1) Robbins could host the student filmmakers in the Community Room. They don't charge, and the proposed program would take place all day Saturday 10/26/13. 2) They offered to help us reestablish our international film series. Ms. Fennelly suggested a possible fundraiser, showing films all over the library, serving wine and cheese, etc. It was noted that such an event could bring a totally different crowd into the library.

#### Slate Roof Project

See February Director's Report. Russo Barr is the firm, and they replaced the Faneuil Hall slate roof. Ryan would like to turn a negative into a positive and promote walking and biking. Ryan also reports that the front wall is supposed to be finished this spring.

#### Library Card Sign Up Challenge Campaign Overview

Ryan scheduled his Clifford storytime appearance for 10:30 on Friday, March 22, at the Somerville Library storytime.

#### Friends Update

The Friends are planning an appearance at EcoFest, plus lots of great programs including another Science for the Public event in May and possibly a terrarium workshop in June.

#### Unanticipated Items

Dick Haley wonders if we want Dan Shaughnessy at the library in spring/early summer. The issue of restrooms on the 1st floor also came up, and the idea to make them unisex and therefore more family friendly. Library Legislative Day is March 26, and Adam Delmolino will attend in addition to Frank Murphy and Ryan or Andrea.

#### Date of Next Meeting

Monday, April 8.

#### Adjournment

9:00 p.m. (Barbara Muldoon/Frank Murphy)

#### Documents provided:

- Meeting agenda
- February 2013 meeting minutes
- February Director's Report
- Letter from Steve Ulfelder
- Learn to be a Library Advocate flyer
- Patron emails
- Library salaries list
- Two infographics examples from other libraries
- Revised and categorized policies list

